



STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF RISK MANAGEMENT

777 South Lawrence Street
Montgomery, Alabama 36104
Telephone (334) 223-6120
Fax (334) 223-6154
<http://www.riskmgt.state.al.us>

BOB RILEY
Governor

BEN M. SPILLERS
Risk Manager

JAMES ALLEN MAIN
Director of Finance

MEMORANDUM

To: Department-Agency Head/Training Directors

From: Ben Spillers
Risk Manager

Date: January 30, 2009

Re: State EAP Training Opportunities- FY-09

In effort to continue to enhance and expand on our State Employee Assistance Program (SEAP) services, the Division of Risk Management is offering each agency an opportunity to receive a minimum of one training session in addition to our quarterly statewide workshops scheduled for FY-09. The number of available workshops that each agency may request will be based on the size of the agency as shown on the enclosed chart. Each agency should also select their desired training topic(s) from the enclosed list of Behavioral Health Systems training topics.

Every agency's training request should be submitted by a designated representative from the agency's central front office. Training sessions are one (1) hour in length and will be scheduled based upon the availability of our presenters; requests will be honored on a first come, first serve basis according to the date and time of your e-mail request. We highly encourage you to submit your requests as soon as possible, as all training must be scheduled prior to September 30, 2009.

The workshop topics for our FY-09 quarterly statewide training sessions and tentative dates and locations are shown on our enclosure. However, we will send out a separate confirmation letter prior to each statewide session with the specific date, time, location, and number of available slots for each training topic.

Please submit all requests for training to the SEAP Director, Mr. Samuel Boswell via e-mail at Sam.Boswell@finance.alabama.gov. If you have any questions about the content of the workshops or other related issues, you can reach Mr. Boswell at (334)223-6153.

Enclosures

Number of training sessions available to agencies based on size:

Agency Size	Training Sessions:
1-99	1
100-499	2
500-999	3
1000+	4

Topic: Conflict Management and Problem Resolution

Location and Dates: (Tentative)

Huntsville	March 12
Mobile	March 19
Birmingham	March 25
Montgomery	March 26

Topic: Decision Making and Goal Setting

Location and Dates: (Tentative)

Tuscaloosa	May 6
Birmingham	May 7
Mobile	May 12
Huntsville	May 13
Dothan	May 19
Montgomery	May 21

Topic: Professionalism in the Work Place

Location and Dates (Tentative)

Mobile	July 15
Birmingham	July 16
Montgomery	July 22
Huntsville	July 23

Topic: Relating to Difficult People

Location and Dates (Tentative)

Huntsville	September 9
Tuscaloosa	September 10
Birmingham	September 16
Montgomery	September 17
Dothan	September 23
Mobile	September 24



BEHAVIORAL HEALTH SYSTEMS

Work-Life Topics

- ❑ Personal Relationship Skills
 - Relating to Difficult People
 - Communication: The Key to Most Problems
 - Conflict Management and Problem Resolution
- ❑ Stress Management
 - The Art of Successful Juggling: Stress Management in Everyday Life
 - Balancing Act: Family and Career
 - Using Humor to Deal with Stress
 - Compassion Fatigue
 - Jangled Nerves and Jingle Bells: Reducing Holiday Stress and Depression
 - The Stressed Personality: Internal Causes of Stress
 - Stress Management Tips for Relationships
- ❑ Personal Management Skills
 - Professionalism in the Workplace
 - Assertiveness Training: Learn to Express Yourself Effectively
 - Avoiding Burnout: Put Out the Flames Now
 - Coping with Organizational Change
 - Grief in the Workplace
 - Multiple Generations in the Workplace
- ❑ Behavior Modification: Old Habits Can Be Broken
 - Improving Concentration
 - Overcoming Procrastination
 - Perfectionism: When Being Good Isn't Enough
 - Self-Confidence: Learning to Trust Yourself
- ❑ Time Management: Make the Clock Work For You
- ❑ Work Addiction: When Work Habits Become Harmful

Caregiver/Eldercare Topics

- ❑ Caring For an Aging Loved One
 - Conflictual Caregiver Emotions
 - Developing a Support System
 - Identifying Community Agencies and Resources
 - Identifying Quality Care
 - Identifying Signs of Abuse
 - Enhancing Communication with Older Adults
 - Recognizing Signs of Geriatric Pharmacological Side Effects
 - Recognizing Geriatric Depression
 - Senior Diet and Exercise
 - Setting Healthy Boundaries with Elderly Family Members
 - Talking with Doctors and Healthcare Workers
 - Working with Medicare and Social Security
 - Understanding Varying Levels of Care
 - Compassion Fatigue

Family-Related Topics

- ❑ Codependency: Living with an Addictive Personality
- ❑ Family Violence: Breaking the Cycle
- ❑ Creating a Cooperative Family
 - Communicating with Your Partner
 - How to Relate to Aging Parents
 - Improving Family Relations
- ❑ Family Financial Management
 - Developing a Household Budget
 - Deleting Debt
- ❑ Step Families: Making It Work
- ❑ Stress Success
 - Stress Success for Busy Families
 - Stress Success for Children and Teens
- ❑ Successful Single Parenting
- ❑ The 'Sandwich Generation': Caring for Two Generations
- ❑ Parenting a Teenager
 - Adolescent Substance Abuse: New Drugs of Abuse
 - Communicating Effectively with Teens
- ❑ Parenting Children
- ❑ Children of Divorce: How to Help Your Child Cope

Emotional Wellness

- ❑ Addiction
 - Compulsive Gambling
 - Behavior Modification: Old Habits Can Be Broken
 - Codependency: Living with an Addictive Personality
 - Recognizing Internet Addiction
 - Substance Abuse: Signs and Symptoms
 - Using a Twelve-Step Program to Improve Your Life
- ❑ Anger Management
- ❑ Anxiety: What is normal
 - Identifying and Understanding Phobias
 - Obsessive-Compulsive Disorder
 - Understanding Panic Disorders
 - Post Traumatic Stress Disorder
- ❑ Understanding Attention Deficit Disorder (ADD/ADHD)
- ❑ Identifying and Coping with Depression
 - Living with Someone Who is Depressed
 - Understanding Post Partum Depression
 - Recognizing Warning Signs of Suicide

Health and Wellness Topics

- ❑ General Health and Wellness
 - Alzheimer's Disease: Managing From Day to Day
 - Coping with Cancer
 - Coping with Chronic Pain and Illness

- Improving Your Immune System
- Improving Sleep
- Relaxation and Meditation Techniques
- Stages of Readiness for Change in Health Behaviors
- "Self Hypnosis": Changing Unhealthy Habits
- ❑ Heart Healthy Living
 - Heredity and Wellness
 - Humor and Health
 - Healthy Eating for Life
 - Spiritual Aspects of Healing
- ❑ Weight Management
 - Breaking the Habit of Compulsive Eating
 - Psychological Aspects of Weight Loss
 - Motivation Factors
- ❑ Fitness
 - Developing an Individual Fitness Program
- ❑ QUIT for LIFE (Smoking Cessation)
 - Preparing to Quit
 - Early recovery
 - Maintenance
- ❑ NUTRITION for LIFE
- ❑ Sleep Disorders
 - Sleep and the Shift Worker
 - The Routine of Sleep

Management Development Series

- ❑ Basic Skills for Supervisors
 - Team Building
 - Recognizing a "Troubled Employee"
 - Supervisory Training: Beginner Skills
 - Creating a Positive Work Environment
 - Decision Making and Goal Setting
- ❑ Intermediate Supervisory Skills
 - Conducting the Structured Interview to Hire the Best Candidate
 - Motivating Your Employees
 - Supervisory Referrals and the Employee Assistance Program
 - Responding to Changes in the Workplace
 - Helping Your Employees after a Critical Incident
- ❑ Advanced Leadership Skills
 - Effectively Managing Difficult Employees
 - Conflict Resolution: Keeping the Peace
 - Improving and Enhancing Morale
 - Leading Effectively
 - Workplace Diversity: Valuing Differences
 - Workplace Violence: Awareness and Prevention

Workshops may be customized for specific needs for topic, length, location, and style of presentation. Call Sam Boswell, State EAP Director, at 334-223-6153 for more information.